

Attachment 3

YOP DATABASE FIELDS AND DEFINITIONS

STUDENT INFORMATION DATABASE

- Field #1** – Student ID: Student’s DOC Identification number
- Field #2** – Student Last Name
- Field #3** – Student First Name
- Field #4** – Student Middle Initial
- Field #5** – Student SSN#
- Field #6** – Student DOB
- Field #7** – Student Age (Calculation)
- Field #8** – Student Sex
- Field #9** – Institution – Drop down field with values BCC, WRDCC, WERDCC, which are the 3 institutional sites where the program is located
- Field #10** – Certificate Type – Drop down field with values HSD (High School Diploma) or GED
- Field #11** – Verified? – Has the diploma/GED been verified by this office? Y/N
- Field #12** – GED Score – score received on GED test

Field #13 – HSD Information – Information on students High School graduation date, class rank, grade point average

Field #14 – Tentative Release Date – earliest known release date in the DOC OPII System for the student.

Field #15 – Actual Release Date – date that student is actually released to either Probation & Parole or discharged from DOC. Only the students first release date is listed here as a general rule.

Field #16 – Return Location – City that the offender has given as his home plan in DOC OPII system or if none available, the one the students states on the registration form.

Field #17 – Begin Date: Date the student initially begins classes

Field #18 – End Date: Date the student initially quits school or is academically dismissed.

Field #19 – Withdrawl Reason: Drop down list values = Achieved Degree; Exceeded Funding Limit; Institutional Discipline; Release on Probation or Parole; Student Requested Drop; Transferred to Another Institution; Turned 26 Years of Age

Field #20 – Withdrawl Code: garbage field I’ve never used and should probably get rid of

Field #21 – Note: usually used to track student past initial release such as : Parole 1/2/02; FRDC 3/5/02; BCC 4/1/02; re-enroll 5/10/02; drop 6/1/02; Parole 8/10/02; FRDC 6/2/03; etc..... Can also be used to note anything else necessary.

Field #22 - GOPT Status – drop down field with the following values:

- BC – student is currently enrolled in courses at BCC and listed as BC in OPII tracking system
- BC – Pending- student is pre-enrolled in courses at BCC and has a record pending activation in OPII
- Deceased – self explanatory
- ED – Active – student is enrolled in college on the streets and is using YOP funds – is listed as such in OPII
- ED – Pending – student was released and is currently on Parole. YOP must track former students for 2 years which is done using OPII Program Tracking.
- Exceeded Time Limit – 2 years past the student’s release date the student is no longer tracked.
- Ineligible – Age – student is 26 years of age or over and no longer eligible for the program
- Not Enrolled – student is currently institutionalized, but no longer enrolled in the program
- Released – student was released from DOC supervision – OPII no longer gathers information about released offenders
- WE – student is currently enrolled in courses at WERDCC and listed as WE in OPII tracking system
- WE Pending - student is pre-enrolled in courses at WERDCC and has a record pending activation in OPII
- WR - student is currently enrolled in courses at WRDCC and listed as WE in OPII tracking system

- WR – Pending - student is pre-enrolled in courses at WERDCC and has a record pending activation in OPII

Field #23 – Status Date – date student’s GOPT Status became effective

Field #24 – Current Location: institution or Parole District that is currently supervising offender. If offender is Deceased or Discharged it is also typed in here.

Field #25 – As Of Date: Date offender’s location became effective

Field #26 – Officer – DOC ID number and name of Parole Officer

Field #27 – Letter Sent – Y/N (only students that successfully completed at least one course are sent release packet information)

Field #28 – Date Sent- Date the Release Packet and letter were mailed

Field(s) # 29 – Semester Currently Enrolled In: Check boxes – values:

- Spring Semester
- Spring II Semester
- Summer Semester
- Fall Semester
- Fall 2 Semester

Field #30 – ASSET Date- date student was administered the ASSET Test by the enrolling college

Field #31 – Writing Skills – students score on the Writing Skill portion of the ASSET (BCC only)

Field #32 –Reading Skills – students score on the Reading Skill portion of the ASSET (BCC only)

Field #33 – Numeric Skills - students score on the Reading Skill portion of the ASSET (BCC only)

Field #34 – English Score - students score on the English portion of the ASSET (WERDCC only)

Field #35 –Reading Score - students score on the Reading portion of the ASSET (WERDCC only)

Field #36 – Math Score - students score on the Math portion of the ASSET (WERDCC only)

Field #37 – Algebra Score - students score on the Algebra portion of the ASSET (WERDCC only)

***NOTE:** The colleges report the scores differently and these fields accommodate the way the scores are received.

Field #38 – Not Eligible – check box value y/n used to omit records of student who are no longer eligible for the program

Field #39 – Dead Record – check box value y/n used to omit records no longer counted in reports – Ineligible Age; Exceeded Time Limit; not enrolled in classes since before current counting period, etc...

Student Records

Student ID: 99999 Last Name: Doe First Name: John Middle Initial: J.

Semester: Spring Year: 2005 College Name: SFCC

Course Prefix	Course Name	Credit Course	Hours Available	Grade	Hours Earned	Course Cost
ENGL101SP0	English Composition I	Y	3	A	Yes	\$257.66

Enter/View Student Information

New

Record 1 Found 1 of 4727 Browse Student Records

STUDENT RECORDS DATABASE

Field #1 – Student ID – Key field- student’s DOC Identification number

Field #2 – Student Last Name

Field #3 - Student First Name

Field #4 – Student Middle Initials

Field #5 – Semester – semester student enrolling in

Field #6 – Year – current semester year

Field #7 – College Name – name of college offering classes – drop down field –values – MACC (Moberly Area Community College); MWSC (Mo. Western State College); SFCC (State Fair Community College)

Field #8 – Course Prefix – Course number, based on college’s course identification number with a key added for each semester for this database, for the course the student is enrolling in – this is a drop down listed imported from the Classes Database.

Field #9 – Course Name – name of course student is enrolling in

Field #10 – Course Credit – does the course earn college credits

Field #11 – Hours Available – Course credit hours awarded by college for this course

Field #12 – Grade – grade student received for course

Field #13 – Hours Earned – y/n – did student pass course and earn hours- calculation field

Field #14 – Course Cost – amount charged to student for the course

Career Counseling History

Student ID: 99999 Last Name: Doe MI: J First Name: John College Name: SFCC

Assessment Date: 12/12/2004 Cost: \$300.00

Meyers - Briggs Code

E N F P

[HOME](#)

Record 1 Found 1 of 80 Browse: Blank Database

CAREER COUNSELING HISTORY

Field #1 – Student ID – student’s DOC identification number

Field #2 – Student Last Name

Field #3 – Student Middle Initial

Field #4 – Student First Name

Field #5 – College Name

Field #6 – Assessment Date – Date student assessed in Career Counseling

Field #7 - Cost – cost charged to student for Career Counseling

Field #8 – Meyers – Briggs Code – Drop down Fields:

Box 1 Values – E or I

Box 2 Values – N or S

Box 3 Values – F or T

Box 4 Values – J or P

Microsoft Access - [YOP STUDENT EMPLOYMENT.APR:Blank Database]

File Edit View Create Browse Window Help

Blank Database \ Worksheet 1 \ Employment Report \ Student Listing \

YOP STUDENT EMPLOYMENT

Student ID Number	Last Name	First Name	M.I.	Actual Rel. Date	Verification Date
99999	Doe	John	J		1/20/2005

GOPT Status	Status Date	Age	DOB	Current Location	As of Date	Officer
BC	1/1/2005	24	12/12/1980	BCC	11/11/2000	

Current/History	Employer	Start Date	End Date
C	McDonald's	12/12/2003	
H	Unemployed	11/1/2003	12/12/2000
	Employer	Start Date	End Date
	Employer	Start Date	End Date

Comments

Home

■ DEAD RECORD

Record 1 Found 1 of 893 Browse Blank Database

STUDENT EMPLOYMENT SCREEN

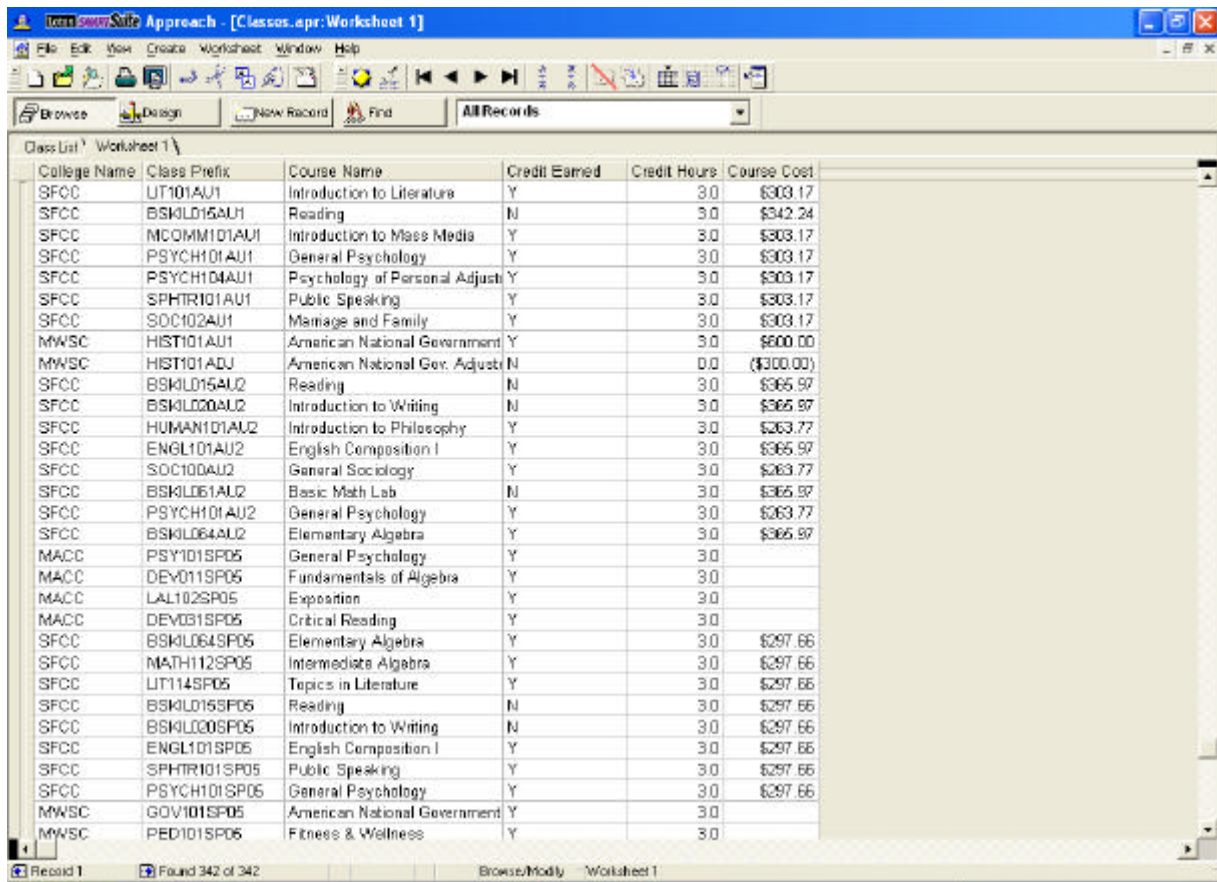
- Field #1** – Student ID Number
- Field #2** – Student Last Name
- Field #3** – Student First Name
- Field #4** – Student Middle Initial
- Field #5** – Actual Release Date (from student information screen)
- Field #6** – Verification Date – last date student employment was checked against OPII records
- Field #7** – GOPT Status – (from student information screen)
- Field #8** – Status Date – (from student information screen)
- Field #9** – Age – (from student information screen)
- Field #10** – DOB – (from student information screen)
- Field #11** – Current Location (from student information screen)
- Field #12** – As of Date (from student information screen)
- Field #13** – Officer (from student information screen)
- Field #14** – Drop down – C = Current; H = History; P - Planned
- Field #15** – Employer – name of current employer or current status (i.e. Unemployed, Disabled; No Information on File; FRDC; etc....)
- Field #16** – Start Date – Date employed

Field #17 – End Date – date employment ended

Fields 18 – 29 – Same as Fields 11 – 17

Field #30 – Comments – used for any employment records that won't fit in 4 fields above or to make notes to myself

Field #31 – Dead Record – same as on student information screen



The screenshot shows a software window titled "Approach - [Classes.apr:Worksheet 1]". It features a menu bar (File, Edit, View, Create, Worksheet, Window, Help) and a toolbar with various icons. Below the toolbar is a "Browse" button and a "Design" button. A "New Record" button and a "Find" button are also present. A dropdown menu shows "All Records". The main area displays a table titled "Class List Worksheet 1". The table has six columns: College Name, Class Prefix, Course Name, Credit Earned, Credit Hours, and Course Cost. The table contains 342 records, with the first few rows showing courses like "Introduction to Literature", "Reading", "Introduction to Mass Media", "General Psychology", "Psychology of Personal Adjust", "Public Speaking", "Marriage and Family", "American National Government", "American National Gov. Adjust", "Reading", "Introduction to Writing", "Introduction to Philosophy", "English Composition I", "General Sociology", "Basic Math Lab", "General Psychology", "Elementary Algebra", "General Psychology", "Fundamentals of Algebra", "Exposition", "Critical Reading", "Elementary Algebra", "Intermediate Algebra", "Topics in Literature", "Reading", "Introduction to Writing", "English Composition I", "Public Speaking", "General Psychology", "American National Government", and "Fitness & Wellness".

College Name	Class Prefix	Course Name	Credit Earned	Credit Hours	Course Cost
SFCC	UT101AU1	Introduction to Literature	Y	3.0	\$303.17
SFCC	BSK1015AU1	Reading	N	3.0	\$342.24
SFCC	MCQMM101AU1	Introduction to Mass Media	Y	3.0	\$303.17
SFCC	PSYCH101AU1	General Psychology	Y	3.0	\$303.17
SFCC	PSYCH104AU1	Psychology of Personal Adjust	Y	3.0	\$303.17
SFCC	SPHTR101AU1	Public Speaking	Y	3.0	\$303.17
SFCC	SOC102AU1	Marriage and Family	Y	3.0	\$303.17
MWSC	HIST101AU1	American National Government	Y	3.0	\$600.00
MWSC	HIST101ADJ	American National Gov. Adjust	N	0.0	(\$300.00)
SFCC	BSK1015AU2	Reading	N	3.0	\$365.97
SFCC	BSK1020AU2	Introduction to Writing	N	3.0	\$365.97
SFCC	HUMAN101AU2	Introduction to Philosophy	Y	3.0	\$263.77
SFCC	ENGL101AU2	English Composition I	Y	3.0	\$365.97
SFCC	SOC100AU2	General Sociology	Y	3.0	\$263.77
SFCC	BSK1061AU2	Basic Math Lab	N	3.0	\$365.97
SFCC	PSYCH101AU2	General Psychology	Y	3.0	\$263.77
SFCC	BSK1064AU2	Elementary Algebra	Y	3.0	\$365.97
MACC	PSY101SP05	General Psychology	Y	3.0	
MACC	DEV011SP05	Fundamentals of Algebra	Y	3.0	
MACC	LAL102SP05	Exposition	Y	3.0	
MACC	DEV031SP05	Critical Reading	Y	3.0	
SFCC	BSK1064SP05	Elementary Algebra	Y	3.0	\$297.66
SFCC	MATH112SP05	Intermediate Algebra	Y	3.0	\$297.66
SFCC	UT114SP05	Topics in Literature	Y	3.0	\$297.66
SFCC	BSK1015SP05	Reading	N	3.0	\$297.66
SFCC	BSK1020SP05	Introduction to Writing	N	3.0	\$297.66
SFCC	ENGL101SP05	English Composition I	Y	3.0	\$297.66
SFCC	SPHTR101SP05	Public Speaking	Y	3.0	\$297.66
SFCC	PSYCH101SP05	General Psychology	Y	3.0	\$297.66
MWSC	GOV101SP05	American National Government	Y	3.0	
MWSC	PED101SP05	Fitness & Wellness	Y	3.0	

CLASSES DATABASE

Field #1 – College Name – name of college offering course

Field #2 – Class Prefix - Course number, based on college's course identification number with a key added for each semester for this database, for the course the student is enrolling in

Field #3 – Course Name

Field #4 – Credit Earned - does the course earn college credits

Field #5 – Credit Hours - Course credit hours awarded by college for this course

Field #6 – Course Cost – amount of money charged per course

*This information is imported into the Student Records screen when Course Prefix is selected.